


COLLIER COUNTY COMMUNITY TENNIS ASSOCIATION
2025-2026 CTA Tennis League
Rules and Information
Revised 8/31/25

League Contacts

League Coordinator

For questions or assistance, please contact:

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CTA Advisory Committee

- Mike Mitzell – Longshore Lake
 - Tye Myers – Hideaway Beach Club
 - Jim Katterfield
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Online Resources

- **CTA Website:** www.swfla-tennis.com
 - League rules, dates, policies, information, and photos
- **Topdog Tennis:** (accessible via swfla-tennis.com)
 - Team and player registration
 - Rosters, schedules, and standings
 - Score entry and results

CTA LEAGUE RULES AND INFORMATION

CTA ADULT DAY LEAGUE DIVISIONS – Fall, Winter, Spring, & Summer.
Players must be at least 21 years of age.

IMPORTANT DATES

CTA Division/Day of Play/# Positions or Courts

2.5 Women – Tues. - 2 Fall / 3 Winter/2 Spring
3.0 Women - Weds. - 3 Fall / 4 Winter/3 Spring/3 Summer
3.5 Women – Fri. - 3 Fall / 4 Winter/3 Spring/ 3 Summer
4.0 Women – Thurs. - 3 positions/3 Fall/3 Winter/3 Spring/ 3 Summer
4.5/4.0 Women – Tues. - 3 positions
3.0 Men – Tues. - 3 Fall / 4 Winter/3 Spring/3 Summer
3.5 Men – Mon. - 3 Fall / 4 Winter/3 Spring/ 3 Summer(WED)
4.0/4.5 Men - Mon. - 3 positions
6.5 Mixed Doubles - Sat. - 3 Fall / 3 Winter/3 Spring
7.5 Mixed Doubles - Sat. - 3 Fall / 3 Winter/3 Spring
3.0 Women Super Senior (65+) - Thurs. - 3 Fall / 3 Winter/3 Spring
NEW 3.5 Women Super Senior (65+) - Tues. - 3 Fall / 3 Winter / 3 Spring
3.0 Men Super Senior (65+) - Fri. - 2 Fall / 3 Winter/2 Spring

2025–2026 CTA League Seasons



2025 Fall Season

- **Registration:** September 8 – December 5, 2025
 - **Team Rosters Due:** Monday, September 29, 2025
 - **Schedules Available:** Monday, October 6, 2025
 - **Play Begins:** October 13–17, 2025
 - **Play Ends:** December 5, 2025
 - **Last Day to Add Players:** December 5, 2025
 - **Playoffs:** December 8–12, 2025
 - **Playoff Makeup Date:** Saturday, December 13, 2025
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2026 Winter Season

- **Registration:** November 24, 2025 – March 6, 2026
 - **Team Rosters Due:** Monday, December 15, 2025
 - **Schedules Available:** Monday, December 29, 2025
 - **Play Begins:** January 5–11, 2026
 - **Play Ends:** March 6, 2026
 - **Last Day to Add Players:** March 6, 2026
 - **Playoffs:** March 9–13, 2026
 - **Playoff Makeup Dates:** Saturday, March 14 or Sunday, March 15, 2026
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2026 Spring Season

- **Registration:** February 16 – May 2, 2026
 - **Team Rosters Due:** Monday, March 2, 2026
 - **Schedules Available:** Monday, March 9, 2026
 - **Play Begins:** March 16–21, 2026
 - **Play Ends:** April 26, 2026 (*or May 2 if a bye week applies*)
 - **Last Day to Add Players:** May 2, 2026
 - **Playoffs:** *No playoffs*
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2026 Summer Season

- **Registration:** April 27 – May 18, 2026
- **Team Rosters Due:** Monday, May 18, 2026
- **Schedules Available:** Monday, May 25, 2026
- **Play Begins:** June 3–5, 2026
- **Holiday Break:** June 29 – July 6, 2026
- **Play Ends:** July 24, 2026
- **Last Day to Add Players:** July 24, 2026
- **Playoffs:** *No playoffs*

Official Rules of Tennis

The CTA League follows the **USTA Friend at Court Rules of Tennis**, including *The Code*, except where specific CTA League rules state otherwise.

- Captains are strongly encouraged to keep both **Friend at Court** and the **CTA League Rules** available courtside.
 - The rules can be accessed online at swfla-tennis.com under **USTA Tennis Rules**.
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Questions

All questions or concerns should be directed to the **League Coordinator**.

League Format & Seasons

- The CTA League is an **Interclub Adult Doubles League** (Club vs. Club).
 - Seasons are offered year-round: **Fall, Winter, Spring, and Summer**.
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Facility Requirements

- All participating clubs must provide **soft courts** for home matches.
 - Exceptions (e.g., during renovations) must be approved by the League.
 - A club may not enter more league teams than the number of home courts available at one time. If they do, they must provide an **alternate home match time** unless approved by the coordinator.
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Fees

- Cost: **\$30 per player per team**.
 - Fees are paid online by **Visa or MasterCard** at registration.
 - **No refunds** will be issued.
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Club Membership

- Players must generally be **members/residents** of the club they represent.
 - **Exceptions:**
 - Club membership is **not required** for Men's, Women's **4.0 & 4.5, and Mixed divisions**.
 - Clubs may impose their own rules about non-members on their teams.
 - **Renters** with an active club membership are eligible.
 - **Combo teams** (multiple clubs/communities) may be allowed with prior League Coordinator approval.
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Time of Play

- Matches must begin **no later than 2:00 p.m.**
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Team Rosters & Matches

- The number of match positions depends on the division (see division chart).
 - Rosters should be large enough to cover all courts **plus 2-4 extra players**.
 - Example: For a 3-court division, roster size should be **8-10 players**.
 - There is **no maximum roster limit**.
 - Restrictions:
 - Players may not have a **Topdog rating higher** than the division's maximum NTRP level.
 - No player may compete until they are **officially registered in Topdog Tennis**.
 - If registration is not possible before the match, captains must notify the League Coordinator (by email, text, or phone) prior to play.
 - Failure to register or notify the Coordinator will result in a **default** on that court.
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Mixed Doubles Roster Requirements

- **7.5 Division:** Must include at least **three players rated 4.0**.
 - **6.5 Division:** Must include at least **three players rated 3.5**.
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Home Team Responsibilities

- Provide **regular duty felt balls** for soft courts.
- Ensure **water is available** for players.
- Some clubs offer refreshments after playing, but this is optional—not required.

NTRP Ratings

- **Required:** Every player on a roster must have an official NTRP rating.
- **New Players:** Those entering the CTA or Bonita Leagues should self-rate at their current USTA rating, if available. Any exceptions must be approved by the League Coordinator.
- **Topdog vs. USTA Ratings:** A player's Topdog rating may differ from their USTA rating if approved by the League Coordinator.
- **Captain's Responsibility:** Captains must verify that all player ratings are accurate and up to date on their team roster. (See the **USTA Ratings** link at swfla-tennis.com).
- **No USTA Rating:** New CTA players without an NTRP rating may self-rate, ideally with guidance from their Club professional.
- **League Authority:** The League reserves the right to adjust player ratings at any time. In addition, the CTA/Bonita League may decline to accept USTA self-ratings until the player has established results at that level.

Ratings in Topdog Tennis

- **Database Connection:** Topdog Tennis is **not linked** to the USTA NTRP rating database.
- **Corrections:** If a player's Topdog rating is lower than the USTA computer rating, captains must contact the CTA League Coordinator to update it, so it matches the USTA computerized rating (when available). Or appeal it.
- **Mid-Season Changes:** If the USTA updates a player's rating during a CTA League season, that player may finish the season at their current level. The new rating will take effect in the **next season** unless successful in appealing with the CTA Coordinator.

- **Accuracy Requirement:** Matches played with an incorrect higher USTA computer rating may result in a default.
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NTRP Rating Appeals

- **Who Can File:** Appeals must be submitted by your **Club RSPA Professional** or **Director of Tennis**. If your club has neither, your **team captain** may submit. Appeals from individual players will **not** be accepted.
- **Effect of Appeal:**
 - Once approved, the player may compete at the new level and is considered equal to others at that level **for that season only**.
 - Appeals of USTA ratings are valid for **one season**.
 - If a player has a USTA computer rating higher than their requested Topdog rating, they must appeal their USTA rating **each season**.
- **Timing:** Appeals must be **approved before any matches are played**. Matches played before an appeal decision may be subject to default.

Annual Player Review

- Each summer, at the end of the league year, the **CTA/Bonita Leagues** review the performance of all players. This evaluation focuses on **dynamic ratings**. Players whose dynamic ratings consistently exceed their current NTRP level will have their rating **adjusted upward** for the following league seasons (Fall, Winter, and Spring).

Dynamic Ratings

- **How Ratings Are Calculated:**

Each player's dynamic rating is updated after every match. The calculation considers:

 1. The players' prior ratings.
 2. The match score.
 3. The type of match (league, tournament, social), which determines weighting.
- **Expected Outcomes:**

For every match, the system projects an expected score based on player ratings.

 - If the actual result is close to the expectation, ratings do not change.
 - If the result is better or worse than expected, ratings are adjusted.

- **Important:**
Ratings are not based solely on wins and losses.
 - A higher-rated player can **lose rating points even if they win** but perform below expectation (e.g., barely winning when a comfortable victory was predicted).
 - A lower-rated player can **gain rating points even in a loss** if they perform better than expected.
 - **Doubles Matches:**
For doubles, the team's rating is the **average of both partners' ratings**. Any rating adjustment is then applied individually to each player's doubles rating.
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Examples

- **Example 1:**
 - Player A (3.652) vs. Player B (3.482).
 - Actual result: A wins 6–2, 6–2.
 - Expected result: A to win more narrowly (e.g., 6–3, 6–4).
 - Adjustment: A increases to 3.682; B decreases to 3.452.
- **Example 2:**
 - Jim (4.500) vs. Bob (4.732) in a USTA tournament.
 - Actual result: Jim wins 6–4, 6–4.
 - Adjustment: Jim increases to 4.575; Bob decreases to 4.657.
 - If Jim wins again with the same score, his rating rises to 4.635 and Bob's falls to 4.597, moving Jim ahead of Bob.

Team Player Eligibility

- **Age:** Players must be **21 or older**.
 - **Multiple Rosters:** Players may be on multiple rosters within CTA **if in different divisions**. They cannot play on two teams in the **same division/flight**.
 - Example: A 3.5-rated player cannot be on two 3.5 (21+) teams but may play on a 3.5 and 4.0 team, or on a 65+ 3.5 team and a Mixed team.
 - **Super Senior:** Players turning 65 in **2026** may participate in the 65+ divisions starting in **Fall 2025**.
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Club Staff Players

- Staff members with “playing privileges” are **not automatically considered club members**.
- Club staff must receive **League Coordinator approval** before joining a team, except in:
 - Men’s and Women’s **4.0 & 4.5 divisions**, and
 - **Mixed 7.5 & 8.5 divisions**, where staff are permitted.

Playing Up

- **Recommended Level:** Players are encouraged to compete at their current NTRP rating.
 - **Allowed Movement:** A player may “play up” **one level only**.
 - Example: A 2.5 player may join a 3.0 team but not a 3.5 team.
 - **Restrictions:** Players may **not play** below their NTRP level.
 - **Multiple Rosters:** A player may appear on two rosters within the CTA League **if they are at different levels**.
 - Example: A player may be on a 3.5 and a 4.0 team, or on both a CTA League team and a Bonita League team at the same level.
 - **Special Rule (Women’s 4.5/4.0 Division):** 3.5-rated players are **not eligible** to participate in this division.
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75% / 25% Roster Rule

Each team roster should generally include **at least 75% of players at the team’s designated NTRP level**.

- This percentage is based on the roster, not individual match lineups.
- Exceptions to this rule may be granted by the League upon request.

Roster Reference Table

Total Players on Roster Max # Allowed at Lower Level

6–7	1
8–11	2
12–15	3
16–19	4
20–23	5

Flights

When a division has many teams, it may be split into multiple **flights**. In creating flights, the League will take **geographic location** into account to help minimize travel.

Schedules & Scheduling Conflicts

- **Growth and Conflicts:** With the rapid growth of tennis in our area, scheduling challenges are common. To accommodate all teams:
 - Some teams may have more **away matches** than home matches.
 - If a club registers multiple teams playing on the same day and time but lacks sufficient courts, the club must provide an **alternate later start time**.
- **Rescheduling Matches:**
 - The CTA League may occasionally schedule a later match time to resolve conflicts.
 - Team captains are expected to cooperate in resolving conflicts. Matches may need to be:
 - Relocated to the away team's club, or
 - Rescheduled for another day or time.
 - Individual matches may also be arranged separately at different times or venues.
 - Captains must notify the **League Coordinator** and their **home club** of any schedule changes so court reservations can be updated.
- **Schedule Publication:**
 - Official schedules will be posted on **Topdog Tennis** by the published dates.
 - Captains should check schedules promptly and work out conflicts early.
 - Schedules are subject to change after posting if disputes arise; captains must regularly check the online schedule for updates.
- **Match Obligations:**
 - All teams are required to play every scheduled match.
 - A team considering defaulting an **entire match** must first consult the League Coordinator.
 - Teams that deliberately forfeit all positions in a match may be **disqualified**.
 - All matches must be completed before the end of the regular season (prior to playoffs).

Match Line-Up

- **Scorecards:** Captains must print the official match scorecard from **Topdog Tennis** and bring it to the match.
- **Exchange:** Both team captains exchange their completed scorecards **simultaneously** before play begins.
- **Substitutions:** Once line-ups are exchanged, substitutions are not allowed except in the case of:
 - Injury,
 - Illness,
 - No-show, or
 - Disqualification,provided these occur **before the first point is played**.
- The entire lineup does not need to be redone on a late substitution once the lineup is exchanged. Just place the substitute into the opening spot.
- **Warm-Up for Subs:** If a substitution is made during warm-up, the substitute is allowed to give a **five-minute warm-up**.
- **Order of Play:** Team matches must begin in order: **Court #1, Court #2, Court #3, then Court #4**.
- **Captain's Responsibility:** Both captains are responsible for ensuring that all players are on the **correctly assigned courts**.

No Stacking

- **Order of Strength:** Teams must place their doubles pairs in order of playing strength.
 - The CTA League is committed to fair and competitive play.
 - It is **not acceptable** to place a lesser quality pair/weaker player at the top courts to gain an advantage.
 - Your two strongest players do not need to partner together, but your **strongest doubles team** for that week must be assigned to **Court #1**, followed by the next best team on **Court #2**, and so on.
- **Grievances:**
 - If an opposing team believes stacking has occurred, they may file a grievance.
 - The CTA League will review the line-up and may issue penalties if stacking is confirmed.
- **Players "Playing Up":**
 - Lower-rated pairs must be placed **below higher-rated pairs** in the lineup.

Example: 3.5 Women's Team

✗ Not Allowed:

- A 3.0 player paired with a 3.5 playing on a higher court than two 3.5s paired together.
- Two 3.0 players paired together playing above two 3.5s paired together.

Lineup example (incorrect):

- Court #1 – 3.5 & 3.5
- Court #2 – 3.0 & 3.5
- Court #3 – 3.5 & 3.5

✓ Allowed:

- 3.0 players paired with 3.5s may be placed on a lower court.

Lineup example (correct):

- Court #1 – 3.5 & 3.5
- Court #2 – 3.0 & 3.5
- Court #3 – 3.0 & 3.5

• Rating Reviews:

- Captains who believe a lower-rated player is under-rated should contact the League Coordinators to review that player's performance and rating.

• Appealed Players:

- Once a player successfully appeals their rating, they are considered **equal in ability** to others at that level for the remainder of that season.
- This means:
 - A player appealing down does not automatically have to play at Court #1.
 - A player appealing up does not automatically have to play at the lowest court.
- Captains should always assign teams by order of current ability: best team on Court #1, second-best on Court #2, and so forth.

Men's 4.0 / 4.5 Division — Special Rule

- Only **one 4.5-rated player** may compete for your team in any given week.
- That 4.5 player must be placed in the **#1 position**.
- Teams may roster **any number of 4.5 players**, but only **one** is permitted to play per match.

Combo Doubles Mixed Division — Special Rule

- This division is open to **both men and women**.
- The **combined Topdog ratings** of each doubles pair must **not exceed** the designated team level.

Example Combinations

For a **7.5 Combo Team** (max combined rating = 7.5):

Player A Rating Player B Rating Total Eligible?

4.0	3.5	7.5	✓ Yes
3.5	3.5	7.0	✓ Yes
4.0	4.0	8.0	✗ No
3.0	4.5	7.5	✓ Yes
3.0	4.0	7.0	✓ Yes

For a **6.5 Combo Team** (max combined rating = 6.5):

Player A Rating Player B Rating Total Eligible?

3.5	3.0	6.5	✓ Yes
3.0	3.0	6.0	✓ Yes
3.5	3.5	7.0	✗ No
2.5	4.0	6.5	✓ Yes
2.5	3.5	6.0	✓ Yes

Women's 4.5 / 4.0 Division — Special Rule

- Teams must roster at least **two 4.5 players**.
- **3.5 players are not allowed** on the roster.
- **Line 1:** May include up to **two 4.5 players**.

- **Line 2:** Must be **two 4.0 players**.
 - **Line 3:** Must be **two 4.0 players**.
 - Exception: If no 4.5 players are available in the lineup, **4.0 players may be placed at Line 1**.
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Sample Lineups

✓ Legal Examples

Line	Player A	Player B	Total	Notes
1	4.5	4.5	9.0	Allowed: two 4.5s on Line 1
1	4.5	4.0	8.5	Allowed: one 4.5 paired with one 4.0
1	4.0	4.0	8.0	Allowed if no 4.5s are playing that week
2	4.0	4.0	8.0	Correct placement
3	4.0	4.0	8.0	Correct placement

Defaults

- **Definition:** A match is considered a default **15 minutes after the scheduled start time**, provided the court is available and the match has been called to begin.
- **Discretion:** Captains should make good judgment. If opponents are late for a reasonable cause, be flexible and play if possible.
- **Scoring:**
 - Defaults, forfeits, or disqualifications are scored **6-0, 6-0**.
 - For retirements, the non-retiring team is credited with all remaining games as if they had won each one.
- **Insufficient Players:**
 - If a team cannot field all positions, defaults must come from the **lowest court(s)**.
 - Higher courts may need to shift up.
 - Captains must notify opponents as soon as possible.
 - **Important:** Lack of players does **not** qualify as a reason for rescheduling.

Standings & Tiebreakers

- **Primary Ranking:** Teams are ranked by their **overall team match record** (wins vs. losses).

Tie-Break Order of Importance

1. Head-to-head (only if it produces a clear ranking)
 2. Fewest individual matches lost
 3. Fewest individual sets lost
 4. Fewest individual games lost
 5. Drawing (if still tied after all criteria)
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Uneven Schedules

- If teams do not play the same number of matches, standings are determined by **winning percentage**:
Winning % = Team Match Wins ÷ Matches Played
 - This percentage appears in the “**Points**” column in Topdog standings.
 - Head-to-head (only if it produces a clear ranking)
 - Fewest individual matches lost percentage
 - Fewest individual sets lost percentage
 - Fewest individual games lost percentage
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Head-to-Head Rule

- If two or more teams are tied, use **head-to-head results** first.
 - For three or more tied teams, a “**mini-group**” of just those teams and compare results only within that group.
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Scenarios in 3-Way Ties

- **Clear Winner Example:**
 - Team A: 2–0 vs. B & C
 - Team B: 1–1
 - Team C: 0–2
 - **Result:** Team A wins the tie. B and C are ranked using the next criteria (fewest matches lost, sets lost, etc.).
- **Circular Wins (Rock-Paper-Scissors):**
 - A beats B, B beats C, C beats A → all 1–1.

- **Result:** Skip head-to-head → move to *fewest individual matches lost*.
- **Incomplete Head-to-Head:**
 - If all tied teams have not played each other, skip head-to-head and go directly to *fewest individual matches lost*.

Example Standings & Tie-Break

Team	Wins	Losses	% Wins	Matches Lost	Sets Lost	Games Lost	Result
A	6	2	.750	9	20	150	1st
B	6	2	.750	11	22	155	2nd
C	6	2	.750	11	23	160	3rd
D	5	3	.625	–	–	–	4th

Step-by-Step Tie-Break:

- Teams A, B, and C are tied with 6–2 records (.750).
- **Head-to-head:** All three have split wins/losses against each other → no clear winner.
- **Fewest Matches Lost:**
 - Team A = 9 (lowest) → ranks **1st**.
 - Teams B and C = 11 (still tied).
- **Fewest Sets Lost:**
 - Team B = 22, Team C = 23 → Team B takes **2nd**, Team C **3rd**.

Ties in Regular Season Matches

When teams are tied in a season match. i.e. 2-2 or 1-1. The following order of priority: Regular season matches (not overall standings) will start the tiebreaker “Fewest Individual Sets Lost”.

1. **Fewest Individual Sets Lost**
2. **Fewest Individual Games Lost**

Standings in Topdog Tennis

- Standings are updated in **real time** through the Topdog Tennis system.
- Teams are displayed in order of strength based on the criteria above.

- Captains should contact the **League Coordinator** with any questions regarding standings.

Continuous Play & Breaks

- **Between Games:** No rest is permitted after the **first game** of any set.
- **Between Sets:** A rest of up to **two (2) minutes** may be taken if requested.
- **USTA Medical Time-Out Rule**

When It Can Be Taken

- A player may request a medical time-out for:
 - An **acute injury** (e.g., ankle sprain, pulled muscle).
 - An **illness** (e.g., cramping, heat illness).
 - A **treatable medical condition** (e.g., nosebleed, dizziness).
- Players **cannot** use it simply to rest, recover conditioning, or delay play.

Time Allowed

- **One medical time-out per condition per match.**
- The medical time-out lasts a **maximum of 3 minutes**, beginning when treatment starts.
- Before that, there may be a **reasonable time (usually a couple of minutes)** for the trainer/official to evaluate the condition and determine if treatment is allowed.
- For a **bleeding injury**, up to **15 minutes** is permitted to stop the bleeding and clean the court/equipment.

Reporting Scores

- **Entry Deadline:** Either captain must enter the match score into **Topdog Tennis within 24 hours** of completion.
- **Confirmation:** The opposing captain must **confirm or dispute** the entered score within **48 hours**.
- **Disputes:** If there is an error, contact the captain who entered the score (by phone or email) to request correction.
- **Automatic Acceptance:** If no action is taken within 48 hours, Topdog Tennis will accept the score as entered.

- **Scorecards:** Both captains should retain a copy of the completed scorecard.
- **Compliance:** Captains or teams that consistently fail to enter or confirm scores promptly may face penalties.

Coaching & Court Conduct

- **No Coaching:** Coaching is **not permitted at any time** during matches by captains, tennis professionals, or spectators.
- **Language:** Profanity of any kind is strictly prohibited and subject to penalties.
- **Electronic Devices:** All devices capable of sending or receiving messages must be turned **off** during play.

Penalties for Electronic Device Use

1. **First offense:** Loss of 1 point.
 2. **Second offense:** Loss of 1 game.
 3. **Third offense:** Match default.
(*Penalties are enforced by opponents on the court.*)
- **Line Calls & Disputes:** May only be resolved by the players actively participating in the match.
 - **Oversight:** General supervision of play rests with the **Club's Tennis Director**.

Rain Delays

- **Official Rainout:** A match is considered a rainout **one (1) hour after the scheduled start time**, unless **both captains agree** to declare it sooner.
- **Player Responsibility:** All players must report to the home club and be prepared to play in case conditions improve.

If Play Has Not Started

- If **no matches have begun**, captains will **exchange new lineups** on the agreed rescheduled date.
- If the delay occurs **during warm-up but before the first point**, lineups may be changed for the makeup match.

If Play Has Started — Same Day

- Matches resume with the **same players, positions, and score** from the point of suspension.
- All completed games, sets, and courts are counted as played.
- No roster changes are allowed.
- Any court that cannot continue with the original players will be recorded as a **retirement**.

If Play Has Started — Resumed Another Day

- A new lineup may be submitted for:
 - Matches that had not started, and
 - Matches originally marked as defaults.
- Matches already in progress must **resume from the exact score, server, ends, and rotation** at the time of suspension.
- Captains should record details (score, server, sides, etc.) before leaving.

Rescheduling Guidelines

- Captains should work together to set a new date, ideally within **two weeks**.
- Matches must be completed **before the end of the regular season** (before playoffs).
- Individual matches may be played at different times or locations if needed.
- The **2:00 p.m. start-time rule does not apply** to rescheduled matches.
- If captains cannot agree, the **League Coordinator** may assign a date.
- The **home club** has the first option to host, but if courts are unavailable, the match may be played at the away club.

Recording Reschedules in Topdog

- Partially completed matches **cannot** be entered until play is finished.
- The **home captain** should update the schedule in Topdog using the “New Date” function.
- An email will automatically notify the opposing captain, who must **confirm** the change.
- Matches remain “unconfirmed” until the opponent agrees.
- If matches are spread across multiple dates, details should be noted in the **comments section** for clarity.
- Once confirmed, the date may only be changed again for **rain or hurricane delays**.
- If rain occurs in the **final week of play**, matches may be rescheduled or canceled by the Coordinator.

Hurricane Rescheduling

- Matches canceled due to hurricanes follow the **same procedures** as rain delays.
- Captains must contact each other promptly to arrange new dates.
- Every effort should be made to complete the matches as soon as conditions allow.

Team Levels & Rating Review

- To maintain a fair and competitive league, an **annual review** of team and individual performance is conducted at the end of each **Spring season**.
- The review is generated through **Topdog Tennis software analysis**.
- Based on results, **teams or players may be required to move up or down** in level for the following seasons.
- A report of all players whose ratings have been adjusted will be posted on the league website during the **summer**.
- In addition, if a player's performance clearly exceeds their current level, they may be asked to **move up during the season**.

Season Awards

- An award will be presented to the **first-place team in each division**.
- For divisions split into multiple flights, the **first-place team in each flight** will receive an award.

Team Captain Responsibilities

Captains play a vital role in ensuring smooth league play. Each captain is responsible for the following:

1. **Know the Rules:** Read and understand the CTA League Rules and USTA regulations (*Friend at Court*, including *The Code*).
2. **Verify Ratings:** Confirm team members' USTA NTRP ratings before adding them to the roster (see swfla-tennis.com).
3. **Register Roster & Pay Fees:** Enter the complete roster in Topdog Tennis and pay team fees online (Visa/MasterCard).
4. **Secure Courts:** Ensure courts are reserved at your club for all home matches.
5. **Manage Scheduling:** Distribute schedules to team members and assign lineups for matches.

6. **Confirm Details:** Contact the opposing captain at least **3 days in advance** to confirm location, number of courts, and start time.
7. **Notify Opponent of Club Rules:** Inform opposing teams of your club's dress code or gate/entry requirements.
8. **Prepare Scorecards:** Print the official Topdog Tennis score sheet, complete your lineup, and exchange lineups **simultaneously** before play begins.
9. **Check Court Assignments:** Ensure all players are on the correct courts.
10. **Provide Balls:** The home team supplies balls for all matches.
11. **Refreshments (Optional):** Some clubs provide refreshments after play; this is not required.
12. **Keep Scorecards:** Both captains should keep a copy of the completed scorecard.
13. **Report Scores:** Either captain may enter match results into Topdog within **24 hours** of completion.
14. **Confirm Scores:** The opposing captain must confirm (or dispute) scores within **48 hours**. If no action is taken, the scores will be accepted as entered, and disputes may be denied.
15. **Bring Rulebooks:** Bring a copy of CTA League Rules and *Friend at Court* to every match.
16. **Update Make-Up Matches:** Post new dates/times for makeup matches in Topdog and notify your club so court reservations are updated.
17. **File Grievances Promptly:** Submit grievances in writing as soon as possible when necessary.

Club Professional Responsibilities

Club Professionals are key to supporting their teams and ensuring smooth league operations. They will also receive informational emails directly from the League.

1. **Verify Ratings:** Confirm the accuracy of team members' NTRP ratings before registering players.
2. **Accountability:** Oversee and take responsibility for the actions of any team representing their club.
3. **Stay Informed:** Remain current on all league rules, important dates, and procedures.
4. **Distribute Information:** Provide players with league schedules, playoff details, and updates as needed.
5. **Reserve Courts:** Ensure that courts are properly reserved for all home matches at the club.

6. **Monitor Standings:** Stay updated on your club's team standings through Topdog Tennis.
7. **Playoff Hosting:** If your club's team wins a division but the club cannot host playoffs, notify the League Coordinator immediately.

Grievances

Only a **Team Captain** or **Club Director of Tennis** may file a grievance. Complaints submitted directly by individual players will **not** be accepted.

Filing a Grievance – Step by Step

1. **Remain Professional:** Stay calm, courteous, and respectful when an issue arises. Patience and sportsmanship are expected.
2. **Play First, File Later:** Complete the match as scheduled. File the grievance afterward; the League will review and resolve it.
3. **Deadline:** All grievances must be submitted **in writing (email)** to the League Coordinator **before your next team match** or within **24 hours after the end of the match in question**—whichever comes first.
4. **Required Information:** The written grievance must include:
 - Team Captain's name, email, and phone number.
 - Name of the league and division/level of play.
 - Date, time, and location of the incident.
 - Names and contact information for all parties involved.
 - A clear description of the incident and the reason for the grievance.
5. **League Decision:** The League will review the grievance and provide a ruling as quickly as possible. **All decisions are final.**

Playoffs

Divisional Playoffs

- Most divisions will hold playoffs **the week after the final regular-season match**, on the division's regular day of play.
- Captains will be notified of their division's playoff date once the season begins.
- Very small divisions, where teams have already played each other multiple times, **may not hold playoffs**.

Qualification

- **Divisions with 9 teams or fewer:** Top **2 teams** advance to playoffs.
- **Divisions with 10 or more teams:** Top **4 teams'** advance.

- **Two flight divisions:** Top 2 teams from each flight advance.
- **Three-flight divisions:** Top team from each flight plus one 2nd-place team advance.

Determining the Best 2nd Place Team (3-Flight Divisions)

The best 2nd-place team is selected in the following order:

1. Fewest team matches lost.
2. Fewest individual matches lost (percentage).
3. Fewest individual sets lost (percentage).
4. Fewest individual games lost (percentage).
5. If still tied, a **random drawing** will determine the qualifier.

Replacement Teams

- If a qualified team cannot participate, the next-best team by record may be invited to fill the playoff spot.

Playoff Matches

- **Scheduling:** Playoffs are held on the **same day of the week** as regular season matches and are completed in **one day**.
- **Match Format:** Teams field the **same number of positions** as during the regular season.
- **Court Availability:** If the host club does not have enough courts, the number of positions may be **reduced**.

Player Eligibility

- Only **rostered players** are eligible.
- Each player must have competed in **at least one regular season match** to participate in the playoffs.

Match Formats

- **Two-Team Playoff:** Standard two-set match with a **10-point Coman Super Tiebreak** (win by 2) played in place of a third set, if needed.
- **Four-Team Playoff:**
 - Two rounds of **eight-game pro-sets** (first to 8, win by 2).

- At 7–7, a **7-point Coman Tiebreak** decides the set.

Round 1

- **One Flight (single division):** #1 seed vs. #4 seed, #2 seed vs. #3 seed.
- **Two Flights:** #1 Flight 1 vs. #2 Flight 2, and #1 Flight 2 vs. #2 Flight 1.
- **Three or More Flights:** Seeds determined by regular-season tie-break rules.
 - #1 vs. #4 and #2 vs. #3.
 - If still tied, seeds are determined by random draw.

Round 2

- Winners play for **first place (Playoff Champion)**.
 - Losers play for **third place**.
 - Captains may use different rostered players in the second round.
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Playoff Tie-Break Procedure

- If overall courts won are tied (e.g., 1–1 or 2–2), rankings are determined in order:
 1. Fewest individual sets lost.
 2. Fewest individual games lost.
 3. If still tied:
 - Numbers (1, 2, 3, 4 or 1, 2) are placed into a hat.
 - An impartial party draws one number.
 - The doubles pair from that position on each team plays a **7-point Coman Tiebreak** (win by 2) to decide the playoff winner.
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Costs & Provisions

- **Cost:** No additional league fees for playoff participation.
- **Balls:** Supplied by the League.
- **Refreshments:** The host club will receive league subsidy to help cover costs:

Courts Teams Funding

2 courts 2 teams \$50

2 courts 4 teams \$100

Courts Teams Funding

3 courts 2 teams \$75

3 courts 4 teams \$150

4 courts 2 teams \$100

4 courts 4 teams \$200

Playoff Locations & Hosting

- The **highest seed** hosts playoffs at their home club at a time that works best for their facility.
 - Final match times and locations are posted online once regular season results are entered.
 - **Host Club Responsibilities:** Run playoff operations, with the League Coordinator providing lineups, score sheets, balls, and awards.
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Additional Notes

- **Playoff Pictures:** Team photos will be taken by the host club or League Coordinator.
- **Awards:** Playoff winners in each division will receive a **team award**. If playoffs are canceled, no awards will be issued.

Participant Waiver of Liability

By entering the CTA League, I acknowledge and accept that participation is at my own risk. Neither the CTA League, Topdog Tennis, the host club, committees, officials, nor their officers, directors, employees, or representatives assume any responsibility or liability of any kind for injuries, damages, or losses I may sustain while participating.

In consideration of my participation, I, on behalf of myself, my heirs, and my legal representatives, hereby release and forever discharge the CTA League, Topdog Tennis, the host club, their officers, umpires, committees, representatives, successors, and assigns from any and all claims or demands of any nature arising out of or in connection with my participation in league activities. I further agree not to institute any legal action against the released parties.

I also understand and agree that my participation is subject to all applicable rules and regulations governing this league, including but not limited to:

- CTA League Rules and Policies
- *Friend at Court* (USTA rules, including *The Code*)
- Topdog Tennis and Topdog Sports policies, procedures, and Code of Ethics

By participating, I agree to abide by these rules and to conduct myself in accordance with the standards of fair play and good sportsmanship.